Army Regulation 614–185

Assignments, Details, and Transfers

Requisitions and Assignment Instructions for Officers

SUMMARY of CHANGE

AR 614–185
Requisitions and Assignment Instructions for Officers

Assignments, Details, and Transfers

Requisitions and Assignment Instructions for Officers

By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

History. This publication has been reorganized to make it compatible with the Army electronic publishing database. No content has been changed.

Summary. This revision updates the procedures for requisitioning for officer personnel. The regulation focuses on the use of the Requisition Generator (REQ-GEN) System that allows US Army Military Personnel Center (MILPERCEN) to generate officer requisitions. In addition, AR 614-185 consolidates changes to requisition codes, reviews requisition procedures for joint and staff activities, and clarifies procedures for developing requisitions submitted by Army commands and the other requisitioning agencies or activities.

Applicability. This regulation applies to the Active Army, all major commands (MACOMS), HQDA agencies, and Department of the Army (DA) activities dependent on MILPERCEN for officer personnel support. It does not apply to the Army National Guard (ARNG) or the US Army Reserve (USAR).

Proponent and exception authority. Not applicable.

Army management control process. This regulation contains information that relates to the New Manning System.

Supplementation. Supplementation of this regulation is prohibited unless prior approval is obtained from HQDA (DAPC-OPD), ALEX VA 22332.

Interim changes. Interim changes to this regulation are not official unlessw they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (DAPC-OPD-M), ALEX VA 22332.

Distribution. To be distributed in accordance with DA Form 12-9A requirements for AR, Assignments, Details, Transfers:
Active Army—C
ARNG—None
USAR—None

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Appendixes

Glossary

RESERVED

Chapter 1
Introduction

1–1. Purpose
This regulation establishes the procedures for requisitioning warrant and commissioned officers (through lieutenant colonel) managed by the US Army Military Personnel Center (MILPERCEN). It also establishes the procedures for processing assignment instructions for all Army officers (through colonel). Requirements for colonel replacements will be submitted according to AR 614-102.

1–2. References
Required and related publications are listed in appendix A.

1–3. Explanation of abbreviations and terms
Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Responsibilities
   a. The Commanding General, MILPERCEN, is responsible for the selection and assignment of all Officer Personnel Management Directorate (OPMD) managed officers.

   b. Major Army commands (MACOMs), HQDA agencies, and DA activities with requisitioning authority are responsible for requisitioning officer replacements for their organizations as outlined in this regulation.

   c. Assignments and requisitions for warrant and commissioned officers of the Army medical department, judge advocate general's corps, and chaplains corps remain the responsibility of each branch. This regulation provides authority to the losing activity or organization to issue reassignment orders (para 6-7) as requested by these branches.

   d. This regulation remains in effect for all levels of contingency or mobilization unless otherwise stated under a Department of the Army approved operations plan. In the case of partial or full mobilization, OPMD will be responsible for execution of current policies and recommendation of new policies, systems, and programs for strength management, strength accounting, and the distribution of all OPMD-managed officers. At such time, this regulation will continue to govern requisition procedures and policies as stated until so directed by the Army Staff (ARSTAF). When directed, the opening and filling of requisitions will be based on priorities of fill established by that authority and not necessarily according to the Officer Distribution Plan (ODP) and MILPERCEN -approved requisitioning validation rules. Requisitioning agencies will be informed as procedures are decentralized from MILPERCEN to MACOMs.

Chapter 2
Officer Requisitioning

2–1. Assignment policies
   a. Home base/Advanced Assignment Program (HAAP). Officers (through lieutenant colonels) will be provided the opportunity to request either a home base or advanced assignment when selected for assignments of 12 months duration in a dependent restricted (short tour) area.

   (1) Home base assignments direct the return of officers to their previous duty station following completion of a normal short tour. Applications for home base assignments, submitted on DA Form 4187 (Personnel Action), must be staffed through the officer's command or installation to MILPERCEN.

   (2) Advanced assignments direct an officer to a command or installation on completion of a normal short tour or graduation from an advance course. The command or installation to which the officer would be assigned would differ from the duty station immediately preceding the short tour or the completion of the advance course.

   b. Direct assignments.

   (1) Commissioned officers selected by the DA centralized command selection system are assigned directly to battalion or brigade level command positions.

   (2) Direct assignments are routinely used with Army education requirement board (AERB) and training with industry (TWI) utilization tours. Direct assignments are to specific duty positions and diversions of these officers may not be made without approval of the Commander, MILPERCEN (DAPC-OPA-E).

   (3) Initial assignments for Regular Army (RA) accessions are made within the approved RA lieutenant distribution plan. RA accessions are directed to MTOE units (company through corps), or to training units in the US Army Training and Doctrine Command (TRADOC).

2–2. Assignment instructions
   a. Assignment instructions will be prepared and transmitted through the automatic digital network (AUTODIN) by

OPMD as shown in paragraph 6-8 or by mail for personnel processing activities (PPA) that do not have AUTODIN capability.

b. Commissioned officers will be assigned by MILPERCEN according to the principal position specialty code (PPSC) shown on the requisition. MILPERCEN will make every effort to meet the secondary position specialty code requirements and all other prerequisites stated on the requisition. However, if an officer lacks the secondary position specialty qualification or any prerequisites other than PPSC, this will not bar the assignment. The PPSC will subsequently become the control specialty in which officers are charged and accounted for until reassigned or changed by appropriate level of authority. (See note 11, table 6-1.)

c. When the losing command or installation receives assignment instructions, the officer concerned will be notified as soon as practicable. The official alert date for the purpose of submitting a request for release from active duty (REFRAD) or retirement will be determined by AR 635-100 or AR 635-120.

2–3. Requisition guidance

a. Requisitions by grade and specialty will be generated by MILPERCEN or submitted to MILPERCEN by MACOM/IARC, Assignment of officers during the reporting cycle will not exceed approved ODP support levels. The published ODP is the basis for requisitioning and requisition validation.

b. Replacements for officers serving on initial obligated tours may be requisitioned provided the officers do not intend to request extension of active duty service.

c. Do not requisition replacements for officers whose applications for extension of active duty are pending.

d. Do not request accelerated reporting dates unless the requisition qualifies as an unprogrammed requirement (para 2-9).

e. Do not submit requisitions for battalion level command positions for which offices are centrally selected by a DA command board. Directed assignments will be made automatically by DA (para 2-10).

f. Do not submit requisitions for officer replacements in CONUS because the incumbent will have been on station 36 months (AR 614-5).

g. The 13-character requisition number is unique and can be used only on one requisition. (See chap 6, note 9.)

2–4. Procedures for requisitioning officer personnel

The ODP is developed from projected authorizations and projected inventory. It insures the equitable distribution of officers by command per DA priorities. Since inventory does not equal authorizations by total, grade, or specialty, the ODP is a management tool by which shortages are distributed. Any unit that has assigned strength greater than ODP will cause another unit to have less than its fair share. To insure uniform strength accounting for requisition purposes, compute projected operating strength as follows:

a. Projected operating strength by grade and control specialty within the projection period is the result of: operating strength; plus gains (weekly summary of gains, orders, advanced assignments, valid open requisitions, and assignment instructions); plus promotable 2-1 officers from lower grade; minus losses (para b below); minus promotable officers to next higher grade.

b. The following categories will be used to compute losses for the above formula:

(1) Personnel on orders with a departure date that falls within the projection period (e.g., through the end of February for 01 title month requisitions).

(2) Personnel with projected separation or retirement dates that fall within the projection period. In this context, separation or retirement dates may be projected only if release is mandatory or if written request for voluntary release has been forwarded through command channels to MILPERCEN.

(3) Reserve offices whose initial obligation is completed during the projection period and who have not requested extension on active duty.

(4) Personnel assigned overseas whose date eligible for return from overseas (DEROS) occurs during the projection period, whether or not they have reassignment orders.

(5) Officers who are two-time nonselect for promotion and not selectively continued on active duty. This applies only if the DA letter of nonselect has been received by the losing command and the effective release date falls within the projection period.

c. When computing projected operating strength, officers should be counted by control specialty in their promotable grade (serving grade if they are not on a current promotion list).

2–5. No cost PCS moves

Requests for approval on intrainstallation reassignment (crossing MACOM lines) of officer personnel will be sent to the appropriate OPMD officer management division listed in table 2-1 by either message or letter. The requests will contain the elements of information listed in figure 2-1.

Table 2–1
OPMD Officer Management Division Symbols

Division	Grade	Officer symbols
Colonels	COL & LTC(P)	DPAC-OPC
Combat Arms	LT-LTC	DAPC-OPE
Comat Support Arms	LT-LTC	DAPC-OPF
Combat Service Support	LT-LTC	DAPC-OPG
Warrant Officer	WO	DAPC-OPW

2–6. Concept of command or installation officer personnel requisitioning system

The following statement supports the concept. A requisition identifies a need for an officer to fill a valid, ODP-supported position at a designated location during a future requisition reporting cycle.

2–7. Requisition validation

Requisitions for commissioned officers will be validated independently from warrant officers requisitions. The procedures outlined below will be used for both groups of requisitions except that grade/MOS substitution will not be made for warrant officers.

a. Single-IARC MACOMs or activities.

(1) Compare the total MACOM or activity projected operating strength to the total MACOM or activity ODP. This will determine the total number of requisitions that may be validated for the cycle.

(2) Compare the projected operating strength to the ODP for each grade and specialty.

(3) Make grade substitutions (one grade up or down) within specialty to balance the specialty within the MACOM. If this method does not reduce the grade and specialty shortages to the total MACOM shortages, rank order by listing from most to least critical within grade and specialty to further reduce the number of requisitions to be validated to the total MACOM shortage.

(4) These validation rules should be applied by the MACOM in preparation of the requisitions and by the MILPERCEN account managers in validating command submitted requisitions. If MACOM guidance on priority for fill is not provided, a fair share method based on lowest percent of fill will be applied.

b. Multi-IARC MACOM or activity.

(1) Compare the total IARC (within the MACOM) projected operating strength to the total IARC ODP.

(2) Compare the projected operating strength to the ODP for each grade and specialty at the IARC level.

(3) Make grade substitutions (one grade up or down) within specialty to balance the specialty within the MACOM. If this method does not reduce the grade and specialty shortages to the IARC shortages, the MACOM should rank order by listing from most to least critical within grade and specialty to further reduce the number of requisitions to be validated to the total IARC shortages.

(4) MACOMs will apply MACOM priorities to IARC requisitions to further reduce the number of requisitions to be validated to a number equal to both grade or specialty and total MACOM shortage. If neither the MACOM nor IARC priorities are provided, MILPERCEN account managers will apply a fair share method of reduction based on lowest percentage of fill.

c. All MACOMs and IARCs. MILPERCEN will provide the status of all requisitions to the MACOM and IARC that submitted the requisitions immediately following the cycle closeout.

2–8. Regular requisitions (Type R)

Regular requisitions (Type R) are used to requisition officers for regular CONUS and oversea assignments. Oversea replacements will arrive on the date, coordinated between the requisitioning activity and MILPERCEN. For exceptions, see paragraph 2-9. (See fig 3-1 for the schedule of requisition cycles.)

2–9. Unprogrammed requisitions (Type 6)

a. Unprogrammed requisitions (Type 6) are submitted for unprogrammed requirements. Forward requisitions for the unprogrammed requirements, with title month requisitions to MILPERCEN. Late and out-of-cycle requisitions must be kept to a minimum. These requisitions should be coordinated with the appropriate account manager at MILPERCEN (DAPC-OPD) for approval and processing procedure prior to submission. Every attempt will be made to provide a replacement to meet the requested arrival date. However, replacements will normally be given at least 90 days notice prior to movement, plus travel time. Also, MILPERCEN needs at least 30 days for processing. A minimum of 120 days is needed to fill short notice requirements. Immediate requirements must be satisfied from the local resources pending arrival of a replacement.

b. Requirements generated by organizational changes or activation will be subject to the published ODP support levels of the requisitioning activity. This does not apply to units activated for deployment. Requisitions for these requirements will be submitted according to the schedules in tables 3-1 and 3-2.

c. Requirements generated by units activated for deployment may be requisitioned separately after HQDA approves the activation and any ODP changes. MILPERCEN may also provide unique requisition numbers for special categories of officer replacements.

2–10. Special requisitions (Type M)
Special requisitions (Type M) are generated by MILPERCEN. These requisitions are for the following assignment categories:
  a. Approved compassionate reassignments.
  b. Centralized command selection system designees.
  c. New accessions.
  d. Persona non grata or mission and embassy closures.
  e. Relief.
  f. Hospital releases.
  g. Aides-de-camp.
  h. Extraordinary cases approved by Director, OPMD.
  i. Snowbirds or blackbirds.
  j. Training with industry (TWI).

2–11. Requisitions for officers requiring special training
  a. Special training. Any position that requires attendance at a special school or course of instruction that is more than I month in length requires additional lead-time in requisitioning. A school or course of instruction less than 1 month in length may also require additional lead-time in requisitioning depending on the course frequency and scheduled completion dates. Title month for submission will be determined by allowing normal lead-time (table 3-1 or 3-2), plus the length of the school or course of instruction, plus 60 days. A requisition submitted for an organizational effectiveness staff officer (Type 5, ASI of 5Z), for example, should be submitted 6 months (three cycles) prior to the regular requisitions for that cycle. If there is insufficient lead-time for requisitions requiring special training, MILPERCEN will adjust report dates to allow for orderly identification, training, and movement of an officer replacement.
  b. Advanced civil school graduates (Type K). Requirements for officers with graduate-level education are governed by AR 621-108. These requisitions require officers with specified advanced degrees.
  (1) The Army education requirement board (AERB) validates positions that require officers with advanced education.
  (2) MACOMs receive an annual roster of advanced degree positions validated by the AERB.
  (3) Requisitions for AERB positions will be submitted by requisitioning agencies using Type K. Title month for submission will be determined by allowing normal lead-time (table 3-1 or 3-2) plus the length of school or course of instruction, plus 60 days. Requisitions for nominative positions requiring advanced degrees will be submitted at least 30 months in advance of the desired report date.
  (a) When a DA Form 872 (Requisition for Individual Officer Personnel) is used, show the specific validated AERB position number (see fig 4-1). Indicate on the form incumbent status, to include name, civil education level, academic discipline, specialty, tenure in the position, and reason for leaving the position.
  (b) When an automated system (punched-card) is used, submit on trailer card No. I (table 6-2) the AERB validated position number. Incumbent status, required by (3) (a) above, will be submitted on trailer card No. 5 (table 6-4).
  (4) Officers sent to graduate level training will be assigned to specific AERB positions that are ODP supported. Those AERB positions not ODP supported will be reviewed for cancellation. MACOMs will be notified through bimonthly rosters of incoming officers. Those officers listed will be placed on orders with report dates as indicated on the roster. Failure to submit requisitions for AERB validated positions that are projected to be vacant is cause for invalidation of the positions. Improper assignment of a qualified officer sent to fill a validated AERB position also is cause for invalidation of the position and reassignment of the officer.
  c. Project Manager Development Program (PMDP). This program requires assignment of officers for specific Army projects. The concept of PMDP is to screen, select, and develop a source of experienced officers for consideration as Army project managers. Officers who have the skills associated with the identified PPSC will be assigned when PMPD members are not available. PMDP positions are identified in authorization documents by an additional skill identifier (ASI) of 6T. Requisitions for PMDP positions will indicate an ASI of 6T. (See chaps 4 and 6.)
  d. Army aviators. Army aviators are officers rated to fly specific military aircraft.
  (1) Requisitions for operational flying positions will be identified by PPSC 15, 71, or MOS 100A100R, and with an ASI that identifies the primary aircraft qualifications required for the position. Positions requiring dual aircraft or special skills (e.g., safety officer) will be identified by a second ASI. (See AR 611-101 or AR 611-112 for appropriate ASI.)
  (2) Requisitions for nonoperational aviation positions will contain an appropriate PPSC and an ASI of IX. If there are specific aircraft qualifications, the appropriate ASI will be entered in the second ASI position.

e. Requisitions for linguists (Type 2). (See AR 611-6.) Linguist's requisitions are used to fill positions requiring officers with expertise in a specific foreign language. Title month for submission will be determined by allowing normal lead-time (table 3-1 or 3-2) plus the length of language school, the length of any other training, and 60 days. Report date will be the date that the officer is to report to the linguist position. For example, a requisition for an oversea linguist position with a 12-month language school and requiring 2-month TDY course, to report on 5 April 1983, would be submitted not later than I March 1981, as part of title month 12-81, with a report date of 830405 (e.g., EIE1122-81). Requisitions will include the incumbent's name and expected departure date, on trailer card No. 5. The language identification code (LIC) must be specified in the position requirement code.

f. Key installation management (Type 5). These requisitions are for installation commanders, deputy installation commanders, and installation directorate positions.

(1) Installation commanders, deputy installation commanders, and installation directorate positions are designated as key installation management positions by AR 5-3 and identified by an ASI of 6Y. Valid (ODP supported) requisitions will remain open until filled or cancelled.

(2) Requisitions for officers to occupy these positions will include the following comment on trailer card Nos. 2 through 4: 'Key Installation Management position-attendance at Army Installation Management (AIM) Course (or Facilities Engineer Management Course for Facilities Engineers) required.'

g. Organizational effectiveness staff officers (OESO) (Type 5). These requisitions are designated OESO positions. Requisitions for OESO qualified officers will be designated with an ASI of 5Z. Include incumbent data with requisition. ASI of 5Z may be used with any commissioned officer specialty.

h. Strategist (Type 5). These requisitions are for positions approved by HQDA (ODCSOPS) as strategist positions. They are identified in authorization documents with an ASI of 6Z. These positions are operational planning positions on Army, joint, and combined staffs.

i. Inspector general (IG) positions (Type N). These requisitions are requisitions for officers who will be assigned to IG positions. They will have an ASI of 5N. Because of the additional time needed to identify and clear officers for IG duty, valid requisitions remain open until filled. Include incumbent data in trailer card No. 5.

2–12. Annual requisition activities

Officer requirements for the staff and faculty at the United States Army Command and General Staff College (CGSC), Air University, Naval War College, and ROTC instructor groups will be submitted annually. MILPERCEN will inform requisitioning activities of officers to be reassigned during the following summer by I December. This information will be used as the basis for requisitioning. Requisitions will be submitted no later than I January. Replacements normally will be scheduled to arrive during June, July, and August. Requisitions for unprogrammed requirements or new authorizations, not included in the annual requisitions, will be submitted as a supplement when ODP supported.

2–13. Status of requisition fill

Each requisitioning activity, other than joint and staff activities, will receive periodic reports on requisition status. These reports should be monitored and used for planning subsequent requisitions.

a. MILPERCEN will provide a weekly summary of gains (fig 2-2) to each requisitioning activity. It will identify all gains affecting the command or installation, to include regular requisitions, special requisitions, and requisitions generated by MILPERCEN.

b. Every 2 months, MILPERCEN will provide major commands a listing of officers participating in the Home base and Advanced Assignment Program (HAAP) who are projected as gains. (Report title: MACOM Listing of 'H' and 'S' Requisitions by Cmd, IARC, GR, Spec.)

c. MILPERCEN will also provide the major commands a bimonthly listing of officers identified for the Officer Advanced Course Advanced Assignment Program (OACAA).

d. After the closeout of each cycle, MILPERCEN will provide a consolidated report on the current status of installation or activities' requisitions (fig 2-3).

2–14. Change of control specialty or MOS

Officers are assigned in a control specialty or MOS. Requests for change of officer control specialty or MOS should be submitted according to figure 2-4. When specialty imbalances occur within a MACOM and IARC, control specialty changes may be initiated by MILPERCEN and the IARC notified to realine strengths with ODP support levels.

2–15. Requisitions for New Manning System Units

a. CONUS.

(1) *Regimental requisitions.* The Installation will requisition officers for regimental designated units using the same procedures as when requisitioning for nonregimental units. Requisitions for battalion level and below regimental requirements will be a Z-type requisition with the regimental unit number included in the trailer data of the requisition. MILPERCEN will not assign officers to regimental units, but will assign affiliated officers according to ODP to the

installation. Requirements other than battalion level or below will not be Z-type. Non Z-type requisitions may include regimental affiliation preferences in the trailer data.

(2) *Cohesion, operational, readiness and training (COHORT) unit requisitions.* COHORT requirements will be requested using normal type requisitions and will not be identified with a Z-type requisition unless the unit is a part of a regiment. COHORT requirements will carry in trailer card data the statement "This is a COHORT requirement for (unit designation)". If there are not sufficient officers on the installation who meet the criteria for selection, the installation should resolve the shortage with MILPERCEN (DAPC-OPD-A), 180 days prior to the unit start date.

b. OCONUS.

(1) Officer requisitioning for non-rotational regimental requirements will be made in accordance with current procedures and will be identified by use of the Z-type requisition. The MACOM will identify the regimental unit number in the trailer data of the requisition. Overseas MACOM should assign affiliated officers to units of their regiments.

(2) Requisitions for rotational regimental units will be submitted on an emergency basis (Type 6) for unprogrammed losses only. Include the regimental affiliation preference in the trailer data information of the emergency requisition.

(3) OCONUS COHORT requirements will be filled from assets already assigned overseas. If there are not sufficient officers who meet selection criteria to fill vacancies, the MACOM will resolve the shortage with MILPERCEN (DAPC-OPD-A).

2–16. Cancellation of requisitions
Requisitions may be canceled by either the requisitioning activity or MILPERCEN.

a. MILPERCEN may cancel requisitions when—

(1) There is no qualified officer available for assignment within a reasonable period of time.

(2) Warranted by a reduction in authorization or ODP after validation.

(3) The requirement is no longer ODP supported.

b. Requisitioning activities may request cancellation or modification of requisitions by notifying MILPERCEN when-

(1) An organization change eliminates the replacement requirement.

(2) The position vacancy is filled from internal resources.

(3) MILPERCEN assigns an officer on a requisition generated by MILPERCEN.

2–17. Requests for information
Requests pertaining to requisition submission, validation, cancellation, and status of fill must be addressed to HQDA (DAPC-OPD), ALEX VA 22332. Requisitioning activities may request information only on their own requisitions. These requests will include the requisition identification number, grade, and PPSC or MOS.

2–18. Strength management
MILPERCEN will periodically conduct strength analyses to balance assigned and projected strengths against the command and installation ODP. Where required, control specialty changes, intrainstallation transfers, and diversions will be directed. Usually, such actions occur after force structure changes or publication of each new ODP.

2–19. Personnel structure and composition system (PERSACS)
PERSACS is a system produced by ODCSOPS that contains both current and projected authorizations and is used throughout ODCSPER as the sole acceptable document for MOS/SC and grade authorizations. It is the basis for determining the Army's accessions, training, and distribution of personnel.

FROM: REQUISITIONING ACTIVITY

TO: CDR MILPERCEN ALEX VA//DAPC[1]

UNCLAS

SUBJ: REQUEST FOR INTRAINSTALLATION TRANSFER (INTERMACOM)
         FOR OFFICER PERSONNEL[2]

REQUEST AUTHORITY TO REASSIGN BELOW LISTED OFFICER:

A.   NAME

B.   SSN

C.   GRADE

D.   CONTROL BRANCH/BASIC BRANCH/ENTRY SPEC/ADDITIONAL SPEC

E.   PRESENT CTSPEC/CTMOS

F.   MACOM AND UIC

G.   GAINING MACOM AND UIC

H.   REQUIRED CTSPEC/CTMOS[3]

I.   REQUISITION NUMBER AGAINST WHICH INDIVIDUAL WILL BE
    APPLIED

J.   REASON FOR REQUEST

K.   DATE REASSIGNMENT IS REQUIRED
    [1] Insert appropriate office symbol from table 2–1.
    [2] If action involves reassignment to deploying unit, add the words "Deploying
       Unit" to the subject.
    [3] Report three digits for commissioned officers and five digits for warrant offi-
       cers (e.g. 35B, 75D, and WO 951AK, 100BQ).

Figure 2-1. Example of request for intrainstallation transfer

COMMISSIONED/WARRANT OFFICER PROJECTED GAINS

SSN	NAME	RANK [1]	POSITION RQR CODE [2]	LOS CMD	LOS ACT	LOS UIC [3]	REQUISITION-ID [4]	GAIN UIC	AREA [5]	REPORT DATE	LV DYS	TDY WKS	TRANS DATE [6]	TT [7]

[1] Promotion status: P-Promotable.

[2] Position requirement code: Described in table 6-1.

[3] Losing command, losing activity (IARC), losing UIC: Command code, installation or activity code, UIC. (Code 202, AR 680-29.)

[4] Requisition identification code: Described in table 6-1.

[5] Geographic area of projected assignment: (See DA Pam 525-12 or DA Pam 525-13.)

[6] Transaction date: Date orders were processed by MILPERCEN.

[7] Type transaction: 93 new entry; 94 cancellation of previous entry; 97 amendment of previous entry.

Figure 2-2. Weekly summary of gains

THIS REPORT IS PRODUCED BY SYSTEM SUPPORT BRANCH,
OFFICER PERSONNEL DIRECTORATE, USA MILPERCEN,
STATUS OF CURRENT REQUISITION FILE,
FOR THE (Mo–Yr) CYCLE.
AS OF (Date)

CMD	IARC	TITLE MONTH [1]	SEQ #	YR	REQ GDE [2]	ACT GDE [3]	BR	NAME	STAT [4]	POS-POR [5]	UIC	RPT-DT	GC [6]

[1] Requisition identification code. Described in table 6–1.
[2] Requisition grade.
[3] Actual grade.
[4] Definitions of stat codes:
PEN—PENDING.
FO—FALLOUT.
NV—NOT VALID OPEN.
VOU—VALID OPEN UNFILLED.
FIL—FILLED BY OFFICER INDICATED.
CMD—COMMAND CANCELED.
OPD—OPD CANCELED.
[5] Position requirement code. Described in table 6–1.
[6] Geographic area of projected assignment. (See DA Pam 525–12, or DA Pam 525–13.)

Figure 2-3. Cycle closeout report

THIS REPORT IS PRODUCED BY SYSTEM SUPPORT BRANCH,
OFFICER PERSONNEL DIRECTORATE, USA MILPERCEN,
STATUS OF CURRENT REQUISITION FILE,
FOR THE (Mo–Yr) CYCLE.
AS OF (Date)

	TOTAL REQS	TOTAL VALID OPEN	CMD CANCEL	FILLED	OPD CANCEL	FALLOUT/ PENDING
	1	2	3	4	5	6 7
LTC						
MAJ						
CPT						
LT						
TOTAL						
WARRANT						

[1] TOTAL REQS—TOTAL REQUISITIONS RECEIVED FROM THE REQUISITIONING ACTIVITY ON THE CURRENT REQUISITION FILE (CRF) FOR THIS CYCLE.

[2] VALID OPEN—REQUISITIONS FORWARDED TO ASSIGNMENT DIVISIONS FOR ACTION.

[3] CMD CANCEL—REQUISITIONS CANCELED BY THE REQUISITIONING ACTIVITY.

[4] FILLED—REQUEST FOR ORDERS HAS BEEN PROCESSED WITH REPORT DATE AS ABOVE.

[5] OPD CANCEL—REQUISITIONS CANCELED BY THE MACOM MANAGER AT MILPERCEN.

[6] FALLOUT—PREVIOUSLY FILLED REQUISITIONS WHICH ARE CURRENTLY OPEN DUE TO A REVOCATION OR DIVERSION.

[7] PENDING—VALID OPEN REQUISITIONS WHICH REMAIN OPEN AFTER CLOSEOUT PENDING FURTHER ACTION.

Figure 2-3. Cycle closeout report—Continued

REQUISITIONING ACTIVITY
CDR MILPERCEN ALEX VA//DAPC-[1]

UNCLAS

SUBJ: REQUEST FOR OFFICER CONTROL SPECIALTY/MOS CHANGE

REQUEST CHANGE OF THE FOLLOWING OFFICER'S CTSPEC/MOS:

A.   NAME

B.   SSN

C.   GRADE

D.   CONTROL BRANCH

E.   ENTRY SPECIALTY/ADDITIONAL SPECIALTY (PRIMARY MOS)

F.   CURRENT CONTROL SPECIALTY/MOS[2,3].

G.   PRESENT DUTY SPECIALTY/MOS[3].

H.   NEW POSITION REQUIREMENT CODE (9 DIGITS):[3]

I.   DATE ASSIGNED COMMAND/INSTALLATION

J.   JUSTIFICATION FOR CHANGE REQUEST[4,5]

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[1] Insert appropriate office symbol from table 2–1.

[2] Control specialty/MOS change request will not be submitted unless ODP supported.

[3] Control specialty (CTSPEC) changes should include the complete position requirement code (9 digits) for commissioned and warrant officers. (First two positions will become the new control specialty; the first five positions will become the new control MOS.) In the event that all nine positions are unavailable, a minimum of three positions for a commissioned officer and five positions for a warrant officer should be provided.

[4] Alinement of control specialty with duty specialty is not necessarily justification for change.

[5] Control specialty/MOS requests will not be submitted for officers in receipt of reassignment instructions, or with less than 9 months to DEROS. MILPERCEN objective is to complete action on any change request within 30 days. Notifiction of disapproval will be furnished by the assignment division. Approvals will be passed as a DA update (5c transactions) to SIDPERS.

Figure 2-4. Example of request for control specialty change

Chapter 3
Requisitioning Officer Personnel-Command Generated

3–1. Authority for use
This chapter prescribes procedures for requisitioning by automatic digital network (AUTODIN) punch cards. The procedures outlined in chapter 3 apply to MACOMs or activities that are not yet participating in the MILPERCEN REQ-GEN system. (Included are those JASA activities not requisitioning by chap 4.)

3–2. Time schedule for submission of requisitions
The schedules for submission of requisitions are shown in tables 3-1 and 3-2. Figure 3-1 illustrates the requisition cycles. Joint and staff activities schedules are addressed in chapter 4.

3–3. Requisition submission and sequence numbering
   a. Requisitions submitted by an activity will be sequenced for each title month as follows:
   (1) Requisitioning activities requiring both CONUS and oversea replacements must submit requisitions during the appropriate title month schedules shown in tables 3-1 and 3-2. (See notes, table 6-1.)
   (2) Sequence by priority of requirement. Begin numbering with 0001 and continue sequentially from the highest to lowest priority requirement. (See table 6-1, note 7.)

(3) Each command and IARC combination is considered a unique requisitioning activity. For example, if both US Army Forces Command (FORSCOM) and TRADOC activities at Fort Rucker were projected to be below ODP, each would requisition replacements.

(4) MILPERCEN may amend requisitions to show a later report date than requested if requisitions are received later than dates shown in tables 3-1 and 3-2.

b. Requisitions will be transmitted to MILPERCEN as indicated in chapters 4 and 6.

3–4. Requisition closeout procedures

a. MILPERCEN will close out unfilled requisitions as shown in tables 3-1 and 3-2. Requisitions marked "pending" will not be canceled during closeout although report dates may be adjusted based on availability of officers to fill the requisitions.

b. Requisitioning activities will immediately cancel any outstanding requisitions not deemed necessary. (See para 2-15 and note 1 to table 6-1.)

Table 3–1
Schedule for Overseas Replacement Requisitions Due in

Requisition For:	Title Month	MILPERCEN	Closeout Date
February/March	(02)	1 May	30 Jun
April/May	(04)	1 Jul	31 Aug
June/July	(06)	1 Sep	31 Oct
August/Septermber	(08)	1 Nov	31 Dec
October/November	(10)	1 Jan	28 Feb
December/January	(12)	1 Mar	30 Apr

Table 3–2
Schedule for CONUS Replacement Requisitions Due in

Requisition For:	Title Month	MILPERCEN	Closeout Date
January/February	(01)	1 Aug	30 Sep
March/April	(03)	1 Oct	30 Nov
May/June	(05)	1 Dec	31 Jan
July/August	07	1 Feb	31 Mar
September/October	(09)	1 Apr	31 May
November/December	(11)	1 Jun	31 Jul

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP

1/   (10) CYCLE   2/

(07) CYCLE

(12) CYCLE

(09) CYCLE

(02) CYCLE

(11) CYCLE

(04) CYCLE

(01) CYCLE

(06) CYCLE

(03) CYCLE

(08) CYCLE

(05) CYCLE
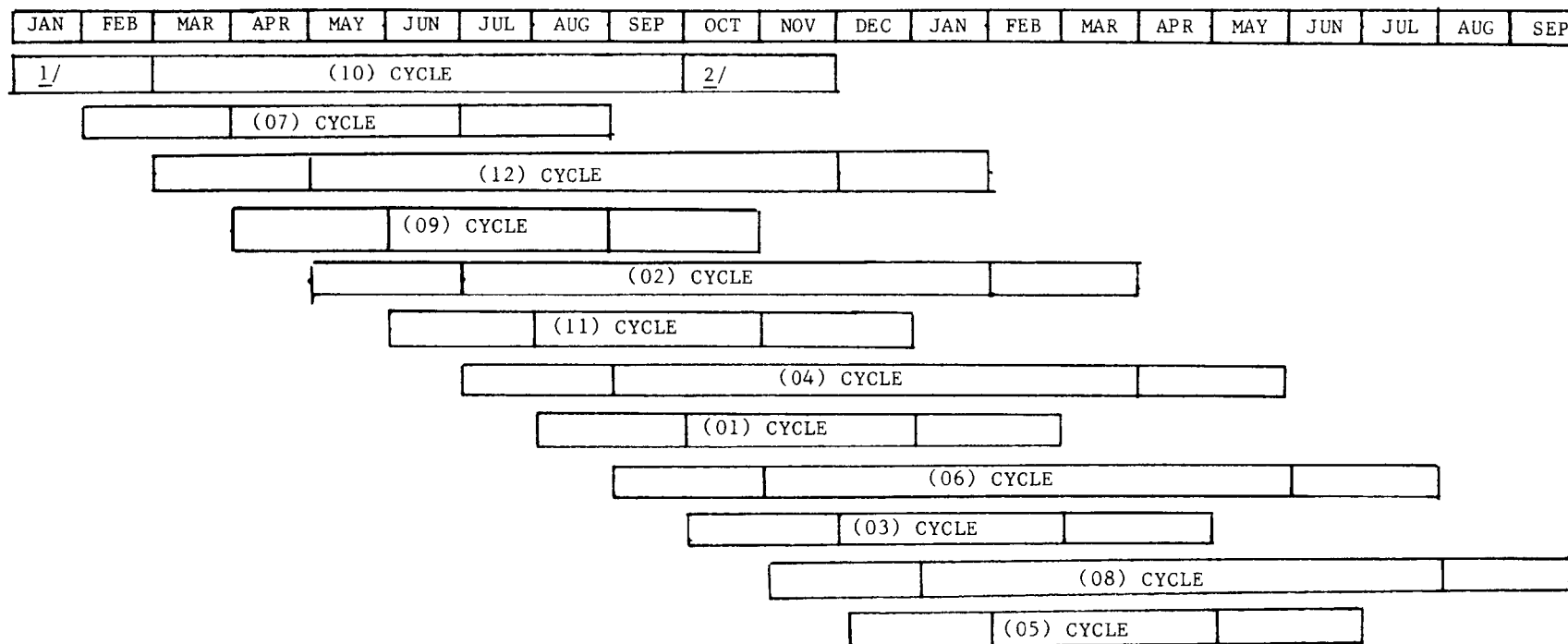
NOTES:

1/   Requisition receipt and processing. For example, the 10 cycle is submitted by the 1st of January. Processing continues through the end of February, the due date for the next cycle. (See table 3-1 and 3-2.)

2/   Report window. For the 10 cycle, the period from 1 October through 30 November. (See para 2-3.) Note that requisitions requiring special training will request later report dates. (See para 2-11.)

3/   Even number cycles for oversea commands. Replacements requisitioned 9 months prior to desired report window.

4/   Odd number cycles for CONUS commands. Replacements requisitioned 5 months prior to desired report window.

Figure 3-1. Schedule of requisition cycles

Chapter 4
Preparation and Submission of DA Form 872 (Requisition for Individual Officer Personnel) For Joint and Staff Activities

4–1. Authority for use
Joint and staff activities (JASA) will use DA Form 872 (fig 4-1), similar forms from other Services, or standard AUTODIN punch cards to requisition for all grades (lieutenant colonel through warrant officer). JASA Branch (DAPC-OPD-J) will be the single point of contact for all JASA officer requirements. Requisitioning agencies using other than DA Form 872 will submit information as outlined in this chapter and as coordinated with JASA Branch.

4–2. Explanation of entries and preparation instructions for DA Form 872
Most blocks of the form are self-explanatory. Completion of this form in its entirety will reduce delays and insure selection of the best qualified officer available for the position. The following instructions supplement those instructions on the form.

a. Requisition number. The requisition number is a 13-position number constructed as follows:

	Number of Alpha (A) Numeric (N) Characters	See Table 6-1 Note
Command code	2 A/N	3, 9
Activity requisitioning code	2 A/N	4, 9
Title month	2 N	5, 9
Type	1 A/N	6, 9
Item number	4 A/N	7, 9
Requisition year	2 N	8, 9

b. Types of JASA requisitions. The number of requisition cycle in which the report date falls will be entered as the title month. (See tables 3-1 and 3-2.) The list of JASA requisition types below is ordered by priority. If more than one condition exists for the requisition, use the first requisition type appearing in the list, e.g., an AERB, linguist should be coded type "K". JASA requisitions will be identified as one of four types.

(1) K-AERB.

(2) 2-linguist requisitions.

(3) N-nominative.

(4) J-requisition managed by JASA Branch.

c. Headquarters of origin and unit identification code (UIC). Enter the headquarters of the requisitioning command or staff agency, military address, ZIP code or APO, and UIC.

d. Organization, duty station, and UIC. Enter the organization and actual duty station (to include address and UIC) of the position.

e. Brief job description. Enter a brief description of the duties to be performed.

f. Military and civilian schooling. Prerequisites should be realistic and identified as required to provide maximum flexibility to fill the position. Positions requiring graduate level education must be validated by the AERB.

g. Grade. Enter the grade indicated in the authorization document for the paragraph and line number being requested. Enter WO for warrant officers (DA Pam 600-11).

h. Principal position specialty code (PPSC). For commissioned officers, enter the two-digit PPSC shown for the position in the authorization document for the paragraph and line number being requested. For warrant officers, this space will be used to enter duty MOS from the authorization document (AR 611-112).

i. Skill identifier. For commissioned officers, enter the single-character skill identifier designated for the position in the authorization document.

j. Secondary position specialty code. Enter the two-digit specialty code shown for the position in the authorization document.

k. Additional skill identifier (ASI). Enter the appropriate two-character ASI from the authorization document.

l. Second ASIILIC. Enter the two-character second ASI or LIC if indicated on the authorization document.

m. Security clearance. Required security clearance, including Crypto or SI, will be indicated. Requisitions for officers to be assigned to positions with nuclear reactors, command and control of nuclear weapons, and other nuclear weapons positions per AR 50-5 will indicate whether the position is for a controlled or critical nuclear position.

n. AERB validation number. If the position has been validated by the AERB as requiring an advanced degree, enter the complete number assigned. (See para 2-11.)

o. Concurrent travel status code. (See AR 55-46.)

4–3. Continuation sheet
If additional space is needed, use the reverse of the form or a blank page. Blank pages will be headed continuation sheet and state the appropriate requisition number and requesting agency.

4–4. Copies
Requisitioning activities will send two copies (one original and one copy) of all requisitions submitted on DA Form 872 to HQDA (DAPC-OPD-J), ALEX VA 22332. Carbon copies will not be submitted to MILPERCEN.

4–5. Processing JASA requisitions
a. MILPERCEN (DAPC-OPD-J) will coordinate at least on a semi-annual basis (Jan and Jul) with each joint and staff activity in CONUS to identify programmed officer losses for the period commencing 12 months and ending 17 months in the future.

b. MILPERCEN will coordinate unprogrammed losses resulting from selection for military schools and command and reduction in force with affected joint and staff activities. This will be done on completion of DA board actions.

c. Officer requisitions will be submitted by all joint and staff activities as required.

d. MILPERCEN may amend report dates if requisitions are received later than shown in table 3-1 or table 3-2.

e. Requisitions will be submitted for unprogrammed losses requiring replacement as soon as individuals are identified and dates of departure are established. Report dates will be at least 150 days after the date the requisition is received.

f. Requisitioning procedures for the United States Army Military Academy are in AR 614-130.

g. Requisitions for organizations requiring NATO security clearances will be submitted to arrive in MILPERCEN (DAPC-OPD-J) no later than 12 months prior to the requirement month. An emergency requisition will be considered any requirement submitted with less lead-time than required to process the appropriate security clearance, plus 45 days. Lead-time for linguist requisitions remains the same.

REQUISITION FOR INDIVIDUAL OFFICER PERSONNEL	REQUISITION NUMBER
For use of this form, see AR 614-185: the proponent agency is MILPERCEN.	JAJM06K000183

HEADQUARTERS OF ORIGIN AND UIC	ORGANIZATION, DUTY STATION AND UIC (to include station address
US Army Element, NORAD/ADCOM Joint Support Group Peterson AFB, CO 80914 (W09XAAA)	US Army Element, NORAD/ADCOM Joint Support Group Peterson AFB, CO 80914 (W09XAAA)

JOB TITLE: (para/line number and authorization document and date)	GRADE 04	DESIRED REPORT DATE June 1983
Chief, Analytical Support Branch, Para 27, Line 01, effective date of 1 Oct 78 (JTD)	PRINCIPAL POSITION SPECIALTY CODE 53	

BRIEF JOB DESCRIPTION	
Job is an ADP technical position in the NORAD Cheyenne Mountain Complex. Responsible for one or more of the following areas: Honeywell/PDP operating systems analysis, data base management, disk management, date dictionary, computer performance evaluation, or contractor monitoring.	**SKILL IDENTIFIER** A

SECONDARY POSITION SPECIALTY CODE 35

ASI 5H	SECOND ASI/LIC

SECURITY CLEARANCE (include CRYPTO/SI clearance required)

TS/SI SAO Nominee must be eligible for special intel clnc/ access. BI not older than 5 yrs.

MILITARY/CIVILIAN SCHOOLING:

Masters Degree/Computer Science or Comp Sys Mgmt - Mandatory

CSC Graduate - Desirable
Graduate of the following Honeywell WWMCCS Courses:
   10SC5144-24 Intro to Series 6000
   10SC5144-27 6000 Basic COBOL and Workshop
   10SC5144-25 Entry Level GMAP
   10SC5144-13 Timesharing Programing

LANGUAGE (include level of proficiency)

REMARKS: (Mandatory or desirable qualifications when applicable, if position not interchangable (male/female). Indicate reason, also include other information such as passport requirements, DOR restrictions, dependent school facilities, clothing requirements, any special instructions such as TDY enroute, funds, etc.)

AERB VALIDATION NUMBER BAN M 001

Mandatory - Experience in large scale computer systems usage and computer software development. Particular attention must be paid to early processing of security clearance.

CONCURRENT TRAVEL STATUS CODE (remarks such as shipment of HHG AND POV authority)

Desirable - Programing and system analysis experience with Honeywell and DEC PDP-11 computers. Experience in data management and software project management.

Incumbent Status - Individual alerted for overseas, report date Jul 83. Incumbent has masters degree in ADP-business (BAN); he or she will have 35 months in the position at time of departure.

INCUMBENT'S NAME JOHN JONES		GRADE Major	
BRANCH MI	CONTROL SPECIALTY 53	EXPECTED DATE OF DEPATURE 15 June 83	TOUR LENGTH 3 years

TYPED NAME, & GRADE OR TITLE OF ADMIN OFFICER JOHN SMITH, Major	TELEPHONE NO. 692-0001	SIGNATURE	DATE 1 Sep 82

DA FORM 872
1 AUG 75

REPLACES EDITION OF 1 MAR 74 WHICH IS OBSOLETE.

Figure 4-1. Example of JASA requisition

Chapter 5
Requisitioning Officer Personnel - DA Generated

5–1. Authority for use
This chapter prescribes procedures for implementing the MILPERCEN Officer Requisition Generator (REQ-GEN) System. The procedures in chapter 5 apply to all MACOMs or activities that have acquired the necessary hardware and software to implement the REQ-GEN System.

5–2. System application
The officer requisition generator is an automated requisitioning system that MILPERCEN and the field command (requisitioning activity) use to maintain the activity's officer strength. REQ-GEN uses a strength management file located at MILPERCEN to generate requisitions based on projected shortages. The generated requisitions are skeletal in the form of base cards. They are made available to the requisitioning activity for editing along with the activity's projected strengths. A cycle closeout report showing status of requisitions is also provided. The purpose of the REQ-GEN is to reduce the work required to submit requisitions and to introduce shared-data between the field command and MILPERCEN.

5–3. REQ-GEN processing sequence
a. The initial phase of the REQ-GEN System is the production of all projected strength assessments. This includes by-name listings of assigned and on-orders officers and listings of current valid, open, unfilled requisitions from previous cycles. These reports will be produced from the MILPERCEN data base per the schedules in tables 5-1 and 5-2. A copy of the strength assessment will be provided to the requisitioning agency using electronic mail for planning purposes.

b. Account managers at MILPERCEN will consolidate requisitions according to paragraph 3-3 with those produced by REQ-GEN during the validation process. The number of officers available for reassignment and the level of fill according to the ODP for each command will be considered when determining the number of requisitions to be opened during the cycle.

c. When the requisitions have been validated by the MILPERCEN account managers, the skeletal base card requisitions and any special guidance will be transmitted to the requisitioning agency using electronic mail. Since FORSCOM and TRADOC headquarters do not consolidate requisitions, the officer management personnel in their headquarters will inject MACOM priorities before transmission of the requisitions to the IARC level. MILPERCEN account managers will use the validation procedures outlined in paragraph 2-7 for REQ-GEN requisitions as well as those submitted by requisitioning activities.

d. On receipt of the validated requisitions (see fig 5-1), these activities will rank order the requisitions and complete those portions of the base card requisition that were blank. This will include specific organization and UIC, sex code, SSI and ASI data, report date adjustment, security clearance code, and dependent travel code. Figure 5-2 lists the requisition card columns that may not be changed. In addition, requisitioning activities will add trailer cards as required by chapters 2 and 6. Formats for the base card and trailer cards edited by requisitioning activities are outlined in chapter 6. Requisitions may be added by the activity but will be submitted separately from the MILPERCEN - generated requisitions.

e. Requisitioning activities will return edited requisitions to MILPERCEN using electronic mail. Suspense date for return of edited requisitions will be established by MILPERCEN. Failure to meet the suspense date may require nonvalidation of requisitions or extension of report dates. Compliance will allow sufficient time to identify officers for reassignment and prevent undue hardship to the officer. Strict adherence to all time phased sequences of the REQ-GEN System is critical to the orderly reassignment process.

f. On return of the requisitions, MILPERCEN account managers will conduct a review of edited MILPERCEN generated requisitions and determine the validity of add-on requisitions. Results of this review will be sent to the requisitioning activity.

g. At cycle closeout (tables 5-1 and 5-2) requisitioning activities will be notified by MILPERCEN of the status of all requisitions. Requisitions will either be filled, canceled, or will be pended. Pended requisitions are requisitions held for future fill action. Requisitions that are pended will be considered filled for projected strength assessment and requisitioning purposes. Cycle closeout reports should arrive in time to determine the rank order of requisitions for the next cycle.

5–4. System operation
MILPERCEN will provide detailed instructions to REQ-GEN users to allow complete system operation by subscribing activities. As technological changes occur, they will be transmitted to subscribing activities by the fastest means

available. Requests for instruction or assistance should be directed to HQDA (DAPC-OPD-S), ALEX VA 22332. Requests should include complete mailing address and AUTOVON number.

5–5. REQ-GEN implementation
The REQ-GEN System will be the primary officer requisitioning system by the end of FY 83. Phased implementation will continue for all requisitioning activities dependent on MILPERCEN for officer replacements, except JASA requisitioning activities. JASA activities should take part when practical.

Table 5–1
Schedule for Oversea Replacement Requisitions

Requisition report dates	Title month	Generated by MILPERCEN	Closeout date (approximate)
February/March	(02)	1 May	30 Jun
April/May	(04)	1 Jul	31 Aug
June/July	(06)	1 Sep	31 Oct
August/September	(08)	1 Nov	31 Dec
October/November	(10)	1 Jan	28 Feb
December/January	(12)	1 Mar	30 Apr

Table 5–2
Schedule for CONUS Replacement Requisitions

Requisition report dates	Title month	Generated by MILPERCEN	Closeout date (approximate)
January/February	(01)	1 Aug	30 Sep
March/April	(03)	1 Oct	30 Nov
May/June	(05)	1 Dec	31 Jan
July/August	(07)	1 Feb	31 Mar
September/Octoboer	(09)	1 Apr	31 May
November/December	(11)	1 Jun	31 Jul

(VALIDATED REQ-GEN REQUISITION FILE)

250:1P1P104R000183C91A00000083043025AG REPL DET AL502CSCHOFIELDHI96857CE HI

251:1P1P104R000283D71A00000083043025AG REPL DET AL502CSCHOFIELDHI96857CE HI

252:1P1P104R000383W041AA000083043025AG REPL DET AL502CSCHOFIELDHI96857CE HI

253:1P1P104R000483W041AA000083043025AG REPL DET AL502CSCHOFIELDHI96857CE HI

254:1P1P104R000583W160AA000083043025AG REPL DET AL502CSCHOFIELDHI96857CE HI

255:1P1P104R000683W630AA000083043025AG REPL DET AL502CSCHOFIELDHI96857CE HI

256:1P1P104R000783W761AA000083043025AG REPL DET AL502CSCHOFIELDHI96857CE HI

257:1P1P104R000883W833AA000083043025AG REPL DET AL502CSCHOFIELDHI96857CE HI

(NOTE: See table 6-1 for data description; column 1 is the first position

following the (:) above.)

(REQ-GEN Message File)

```
1:*
2:REQUISITION CYCLE:  04 83
3:REPORT DATES:  1 APRIL 83 - 31 MAY 83
4:TOTAL NUMBER OF REQUISITIONS TRANSMITTED:  8
5:REMINDER:  REVIEW OUT OF CYCLE REQUIREMENTS AND MESSAGE FILE
6:           ( IE OESO, LINGUIST, EOD, ETC.  )
7:REQUISITIONS ARE DUE BACK TO MILPERCEN NLT COB 19 JULY 82.
8:POC:  CPT BERRY
9:AUTOVON:  221-9529/49        LOCAL:  325-9529/49
10:SPECIAL INSTRUCTIONS:
11:     YOU MAY SELECT ALL COMMISSIONED OFFICER REQUISITIONS OFFERED, AND
   ANY 5 WARRANT OFFICER REQUISITIONS.
12://////////// BE ALL YOU CAN BE  //////////////
```

Figure 5-1. Example of validated requisition file and REO-GEN message file

REQUISITION USER EDIT CRITERIA

DATA ELEMENT	CARD COLUMN	VALUE	USER EDIT CRITERIA
PROGRAM CODE	1	1	*DO NOT* CHANGE
REQUISITION ID	2–14	–	*ONLY* REQ TYPE MAY BE CHANGED.
GRADE CODE	15	–	*DO NOT* CHANGE.
POSITION REQUIREMENT CODE	16–24	–	DO NOT CHANGE FIRST TWO CHARACTERS
SSI (comm officers)	18	A	FOR COMMISSIONED AND FIRST FOUR
SQI (warrant officers)	20	A	CHARACTERS FOR WARRANT OFFICERS SSI
SECOND SPECIALTY	19–20	O	AND SECOND SPECIALTY FOR COMMIS-
ASI	21–22	O	SIONED, SQI FOR WARRANT OFFICERS ASI
LIC	23–24	O	AND LIC MAY BE CHANGED.
REPORT DATE	25–30	–	A MID-CYCLE REPORT DATE IS GENERATED AND MAY BE CHANGED.
UNIT ORGANIZATION	31–45	blank[1]	ENTER UNIT ORGANIZATION.
UNIT IDENTIFICATION CODE	46–51	blank[1]	ENTER UIC.
STATION ABBREVIATION	52–60	blank[1]	ENTER STATION.
STATE/APO ABBREVIATION	61–62	blank[1]	ENTER STATE.
ZIP CODE/APO NUMBER	63–67	blank[1]	ENTER ZIP CODE OR APO.
SECURITY CLEARANCE	68	C	FINAL SECRET IS GENERATED AND MAY BE CHANGED.
DEPENDENT TRAVEL CODE	69	E	DEPENDENTS AUTHORIZED IS GENERATED AND MAY BE CHANGED.
RECORD IDENTIFICATION GROUP	70	A	*DO NOT* CHANGE.
RECORD IDENTIFICATION NUMBER	71	1	*DO NOT* CHANGE.
GEORGRAPHIC AREA CODE	72–73	blank[1]	ENTER GEOGRAPHIC AREA CODE (OVERSEA REQUISITIONS ONLY).
BLANK	74	blank	—
SEX	75	M,F, or Z	SPECIALTY 11 AND 12 WILL HAVE AN M (MALE). ALL OTHER REQS WILL HAVE F (FE-MALE) OR Z (EITHER). THESE MAY BE CHANGED.
CARD SEQUENCE NUMBER	76	0	*DO NOT* CHANGE.
DUTY POSITION	77–78	blank	ENTER DUTY POSITION CODE.
PERSINS PROCESSING ACTY	79–80	blank	ENTER PPA CODE.

Notes:
1. To reduce the amount of editing required of the user, data for this field may be generated by REQ-GEN. The user should inform the distribution account manager of the data to be pre-loaded in this field.

2. Use of the sex code "F" must be based on authorized documentation such as TDA or MTOE.

Figure 5-2. Requisition user edit criteria

Chapter 6
Officer Personnel Utilization System (OPUS)

Section I
General

6–1. System purpose
The automated Officer Personnel Utilization System (OPUS) accomplishes the following:

a. Receives requisitions from the field by automatic digital network (AUTODIN), developed by REQ-GEN, or DA generated.

b. Permits maximum automatic writing of requests for orders at DA.

c. Stores and processes requisitions and assignment transactions.

6–2. Applicable commands and installations
a. The following organizations (except users of REQ-GEN) will submit requisitions in punched-card format by AUTODIN:

(1) US Army, Europe/Seventh Army.

(2) Eighth US Army/Korea.

(3) US Army Communications Command.

(4) US Army Materiel Development and Readiness Command (DARCOM).

(5) US Army Corps of Engineers.

(6) US Army Forces Command (FORSCOM) installations.

(7) US Army Training and Doctrine Command (TRADOC) installations (less DLI and DINFOS, and ROTC Regions 1, 11, and III.)

(8) US Army Health Services Command (for OPMD-managed officers).

(9) US Army, Japan/IX Corps.

(10) US Army Western Command.

(11) UN Command/Combined Forces Command Korea.

b. The commands and activities shown below will mail or deliver punched-card requisitions to HQDA (DAPC-OPD), ALEX VA 22332, until changeover to REQ-GEN is completed. Cards submitted by these commands will be interpreted (i.e., the data on the cards must be printed as well as punched). AUTODIN information in columns 70, 71, 79, and 80 will not be entered.

(1) US Army Military Enlistment Processing Command.

(2) US Army Intelligence and Security Command.

(3) US Army Military Traffic Management Command.

(4) US Army Recruiting Command.

(5) US Army TRADOC (ROTC Regions 1, 11, and 111.)

(6) FOA of the Surgeon General (Command Code MD).

(7) US Army Military District of Washington.

(8) US Army Computer Systems Command.

(9) The Adjutant General's Office.

(10) US Army Criminal Investigation Command.

c. The commands and activities shown below will mail DA Forms 872 (or other applicable requests for officer replacements) to HQDA (DAPC-OPD-J) ALEX VA 22332.

(1) HQDA and field operating activities of the Army Staff (less US Army Recruiting Command).

(2) DOD and joint activities.

6–3. AUTODIN transmission precedence
Precedence for commands using AUTODIN will be "PRIORITY," except that USAREUR and EUSA will be "OPERATIONAL IMMEDIATE." During "MINIMIZE," requisitions will continue to be electrically transmitted or sent by courier or mail. (See AR 105-34.)

Section II
Requisition Card Formats

6–4. Types of requisition cards

a. The following cards will be submitted, when appropriate, in the order indicated:

(1) Basic requisition card (zero card) is required for all requisitions. (See table 6-1.)

(2) Requisition trailer card No. 1 (special requirements) is used to indicate special requirements (such as AERB, linguist). (See table 6-2.)

(3) Requisition trailer card Nos. 2, 3, and 4 (literal remarks) are required only when special remarks would assist in the officer selection process. (See table 6-3.)

(4) Requisition trailer card No. 5 (incumbent data). (See table 6-4.)

b. The following requisition types require, as a minimum, card numbers 0 and 5:

(1) AERB.

(2) Linguist.

(3) Reserve advisor.

(4) NG advisor.

(5) ROTC instructor.

(6) USACGSC staff and faculty.

(7) OESO.

(8) Key installation management positions.

(9) Strategist positions.

(10) Inspector general positions.

(11) Key billets.

(12) Air University staff and faculty.

(13) Naval War College staff and faculty.

6–5. Card formats

Requisitions submitted on punchcards or created by REQ—GEN will be in the format shown in tables 6-1 through 6-4.

6–6. Record sequence

The record sequencing of requisition cards with the AUTODIN header and trailer cards will be prepared by the sending personnel processing activity (PPA) in the format shown in table 6-5. The AUTODIN text header and trailer records will be prepared in the format shown in table 6-6.

Table 6–1
Officer Requisition Card Format (0 Card)

Card column	Data	Number of alpha (A)/ numeric (N) characters	Note
1	Program code	1 N	1,2
2–14	Requisition identification (REQ–ID) (13-pos field):		
2–3	a. Command Code	2 A/N	2, 3, 9
4–5	b. Installation requisition code (IARC)	2 A/N	2, 4, 9
6–7	c. Title month	2 N	2, 5, 9
8	d. Requisition type	1 A/N	6, 9
9–12	e. Item number	4 A/N	2, 7, 9
13–14	f. Requisition year	2 N	2, 8, 9
15	Grade requested (grade code)	1 A	2, 10
16–24	Position requirement code (9 position field) Commmissioned Officers	—	11
16–17	a. Principal position specialty code	2 N	2
18	b. Skill identifier	1 A	
19–20	c. Secondary position specialty code	2 N	
21–22	d. ASI	2 A/N	
23–24	e. ASI/LIC	2 A/N	
	Warrent Officers	—	12
16–20	a. DMOS/SQI	5 A/N	2 (DMOS only)
21–22	b. ASI	2 A/N	
23–24	c. ASI/LIC	2 A/N	
25–30	Requested report date (6-position field):	—	
25–26	a. Year	2 N	
27–28	b. Month	2 N	
29–30	c. Day	2 N	
31–45	Unit/Organization	15 A/N	14
46–50	Unit identification (5-position field):		
46–48	a. Parent unit designator (PUD)	3 A/N	15
49–50	b. Submit descriptive designator (DD)	2 A/N	16
51	Blank	1	
52–60	Station abbreviation	9 A	17
61–62	State/APO abbreviation	2 A	18
63–67	ZIP code/APO number	5 N	19
68	Security clearance required	1 A	20
69	Dependent travel code. See AR 55–46	1 A	
70	Record identification group (RIG). Always use "A"	1 A	
71	Record identification number (RIN). Always use "1"	1 N	
72–73	Geographic area code	2 A	21
74	Blank	1	
75	Sex	1 A	22
76	Card sequence number. Always use zero (0)	1 N	
77–78	Duty position	2 A/N	23
79–80	PERSINS Processing Activity (PPA). (See AR 680–29.)	2 A/N	

Table 6–1
Officer Requisition Card Format (0 Card)—Continued

NOTES:
1. Punch "1" for requisitions; punch "2" for cancellations. Only information in card columns 1, 2–14, 15, 16–24, 70, 71, and 76 is required for cancellations.
2. When editing MILPERCEN-generated requisitions, this data element should not be changed. All other data elements may be changed to reflect special requirements. Blank data fields should be filled in by the MACOM or IARC editing the requisitions.
3. The command code is a two-position field indicating command of assignment as specified in appendix B.
4. Command/installation or activity requisition code (IARC) is a two-position field that indicates the name of the actual requisitioning activity or geographical location. (See app C.)
5. The title month will be one of the numeric codes shown below. The code will correspond to first month of a bimonthly cycle. (See tables 3–1 and 3–2.)

Code	Month	Code	Month
01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

6. The requisition type is prepared by either the DA or the field. Some types are reserved for DA use. (See c below.)
  a. Prepared by DA or field:

Code	Type Requisition
K	AERB
2	Linguist
N	Nominative position
J	Requisition managed by JASA Branch
4	Reserve component advisor
6	Unprogramed requirement
5	Key installation manager/strategist/OESO
Z	Regimental requisition (only for regimental requirements at battalion level and below)
R	Regular requisition
X	Mobilization requisition

  b. The above list is ordered by priority. If more than one condition exists for the requisition, use the first requisition type appearing in the list: e.g., an unprogramed, AERB, linquist requirement should be coded type "K". If requisition is generated by MILPERCEN, the requisition type must be changed by the requisitioning agency if the requirement is for other than a "regular" replacement.
  c. Reserved for DA use only:

Code	Type Requisition
9	Student
H	Homebase
S	Advanced assignment (Sequential)
A	Colonel (ODP supported)
B	Colonel (not ODP support)
M	Special requisition for specific individual
G	Special distribution (RA LT)
D	Special distribution (CGSC)
T	Advance course assignment (CONUS)
F	Advance course assignment (OCONUS)

7. Item number will be four alphanumeric positions to identify each requisition. Begin numbering with 0001 and continue sequentially through 9999. Now, if necessary, continue numbering beginning with A001. Within a grade and specialty the highest priority requirement will be the lowest sequence number.
8. Requisition year will the last two positions of the year (for example: 82, 83) corresponding to the title month and requisitioning period.
9. Examples of the 13-position REQ–ID, showing command code, IARC, title month code, requisition type code, item number, and requisition year are shown below.

EUROPE, Regular	E1	E1	02	R	0001	83
FORSCOM Ft Hood, unprogramed	FC	TH	01	6	0001	83
KOREA, Linguist	P8	P8	02	2	0057	82

10. Grade requested is one-position grade code.

Code	Grade
B	COL
C	LTC
D	MAJ
E	CPT
F	LT
W	WO

11. The position requirement code identifies the skills or qualifications required by an officer to efficiently perform the duties of a documented position. A detailed description of the elements of the position requirement code for commissioned officers is in AR 611–101. All requisitions will include the principal position specialty code (first two digits) and the skill identifier (third digit) required within the specialty. The secondary position specialty code and any ASI or language requirements should also be entered when applicable. If not applicable, zeros (0) will be entered. Requisitions will be validated based on only the principal position specialty code portion of the requirement code.
12. All elements of the position requirement code for warrant officers are described in AR 611–112. All requisitions will include DMOS (first five digits). Warrant officers without suffixes will have the alpha character "0" punched in column 20. The remaining elements of the code should be entered when applicable or filled with zeros (0). Requisitions will be validated based on only the four-character DMOS position requirement code. The suffix (column 20) on a MILPERCEN generated requisition will be an alpha character "0". The suffix may be changed by the requisitioning agency.

Table 6–1
Officer Requisition Card Format (0 Card)—Continued

13. Requested report date will be six positions by year, month, day; e.g., 15 Oct 83 will be 831015.

14. Unit/organization contains only 15 positions for unit name, so authorized abbreviations in AR 310–50 will be used when possible. Avoid using special characters. Actual unit or organization corresponding to the UIC reflected in the requisition will be used rather than an HQ designation; e.g., a requisition for ROTC duty will name the college rather than the region to which the college belongs.

15. PUD is the second through fourth positions of the unit identification code (UIC) contained in JCS Pub 6, section I, annex D, tab B.

16. Descriptive designator (DD) is shown in JCS Pub 6, section I, annex D, tab B.

17. Station abbreviation is limited to nine positions. Abbreviations are listed in DA Pam 525–12 or DA Pam 525–13. Actual duty station must be used; e.g. ATLANTA for ROTC duty at Georgia State University or BRAGG FT for duty with any unit stationed at Fort Bragg, NC.

18. See DA Pam 525–12 for State abbreviations. Oversea APOs will be "NY" for New York, "SF" for San Francisco, "FL" for Miami, and "SE" for Seattle.

19. See ZIP code directory for CONUS ZIP codes and the DA Force Army Structure (FAS) Active Army Troop List (U)(C).

20. Security clearance will be one of the following:

Code	Clearance		Code	Clearance
A	Top Secret, Final		E	Confidential
B	Top Secret, Interim		F	Special Intelligence
C	Secret, Final		G	None required
D	Secret, Interim			

21. Geographic area code is a two-position field for oversea use only. (See DA Pam 525–13.)

22. Sex is a one-position code. Use "M" for male only, "F" for female only, "Z" for male or female. Use of the code "F" must be based on authorized documentation such as TDA and MTOE.

23. Duty position is a two-position field as follows:

Code	Duty Type		Code	Clearance
A	Command		1	Company/Battery
B	Staff		2	Battalion
			3	Group
			4	Brigade
			5	Division/Installation
			6	Army/subcommand
			7	Major command
			8	Joint/combined command
			9	HQDA field operating agencies
			J	Joint Chiefs
			D	DOD

Table 6–2
Officer Requisition Trailer Card No. 1 Format - Special Requirements

Card column	Data	Number of alpha (A)/ numeric (N) characters	Note
1	Leave Blank		
2–14	REQ–ID (13–position field):		
	a. Command code	2 A/N	
	b. IARC	2 A/N	
	b. IARC	2 A/N	
	c. Title month	2 N	See
	d. Requisition type	1 A/N	Notes 2, 6
	e. Item number	4 A/N	Notes 7, 9
	f. Requisition calendar year	2 N	Table 6–1, Note 8
15–23	Army Educational Requirements Board (AERB) validation number (nine-position field):		1
15–16	a. Agency code	2 A/N	
17–19	b. Educational discipline	3 A/N	2
20.	c. Educational level. Use "M" for masters degree; "D" for doctorate	1 A	
21–23	d. Sequence number. Provided by AERB	3 N	
24–29	Language projection number (six-position field; see AR 611–6):		
24–25	a. Month	2 N	
26–27	b. Fiscal year	2 N	
28–29	c. Number	2 N	
30–39	Course number of military schooling required	10 A/N	3
40–41	a. Language code. See AR 611–6	2 N	
42–43	b. Proficiency. See AR 611–6	2 N	
44	Passport date	1 N	4
45	Paid under other than Army system	1 N	5
46	Isolated area minimum medical facilities. Enter "M", when applicable	1 A	
47	Finance data	1 N	6
48–66	Fund citation for funds provided requisitioning agency for TDY or training not chargeable to open allotment.	19 A/N	
67–69	Leave blank.		
70	RIG. Always use "A"	1A	
71	RIN. Always use "1"	1 N	
72–75	Leave blank.		
76	Card Sequence number. Always use "1"	1 N	
77–78	Leave blank.		
79–80	Sending PPA. See AR 680–29	2 A/N	

NOTES:
1. The AERB validation number (nine-position field) is listed in the board's annual report, that is provided to each command.
2. Codes for educational disciplines are listed in AR 680–29 under major subject of college education.
3. Course number for military schooling will be included when a specific school is required.
4. Passport data, when required is:

Code	Meaning
1	Passport required.
2	Passport required, additional data will be provided.

5. Paid under other than Army system will be recorded as follows:

Code	Meaning
1	USN
2	USAF
3	USMC
4	Other, additional data will be provided.

Table 6–2
Officer Requisition Trailer Card No. 1 Format - Special Requirements—Continued

6. Finance data:

Code	Meaning
1	Finance account number to be included in orders.
2	Charge to training funds.
3	Charge to administrative funds.

Table 6–3
Officer Requisition Trailer Card No. 2, 3, and 4 Format

Card column	Data	Number of alpha (A)/ numeric (N) characters	Note
1	Leave blank.		
2–14	REQ-ID	13 A/N	See Notes 2, 6 7 and 9, Table 6–1
15–69	Literal remarks	55 A/N	1
70	RIG. Always use "A"	1 A	
71	RIN. Always use "1"	1 A	
72–75	Leave blank		
76	Card sequence number	1 N	2
77–78	Leave blank.		
79–80	Sending PPA. See AR 680–29	2 A/N	

NOTES:
1. Requisition trailer card Nos. 2, 3, and 4 are identical in format. They are designed to provide requisitioning activities the capability to enter essential literal remarks applicable to a requisition. There are 165 positions (55 on each card) for this purpose. Abbreviations will be used to the maximum extent possible. Remarks will be limited to those considered essential. Remarks covered elsewhere in the requisition will not be entered. Example of essential remarks are additional security requirements or aircraft qualifications. Standard remarks such as those contained in AR 310–10, appendix B, should not be used. If standard remarks are necessary, only the appropriate paragraph of AR 310–10 will be cited.
2. Card sequence number should be 2, 3, or 4, in that order. Cards 3 and 4 should be used only when the preceding card has been used. For example, use card 3 only when card 2 is used, etc.

Table 6–4
Requisition Trailer Card No. 5 - Incumbent Data

Card column	Data	Number of alpha (A)/ numeric (N) characters	Note
1	Leave blank.		
2–14	REQ-ID	13 A/N	See Notes 2, 6 Notes 7 and 9, Table 6–1
15–13	Incumbent's name	17 A	1
32	Incumbent's grade (grade code)	1 A	See Note 10, Table 6–1
33–41	Incumbent's SSN	9 N	
42–47	Estimated date of departure (six-position field):		
42–43	a. Year	2 N	
44–45	b. Month	2 N	
46–47	c. Day	2 N	
48	Civilian education level (CEL). See AR 680–29	1 A/N	
49–51	Education discipline, See AR 680–29, major subject of college education	3 A/N	
52–53	Tenure. Number of months in position	2 N	
54	Reason for leaving	1 N	2, 3
55–69	Leave blank.		
70	RIG. Always use "A"	1 A	
71	RIN. Always "1"	1 N	
72–75	Leave blank.		
76	Card sequence number. Enter "5"	1 N	
77–78	Leave blank.		
79–80	Sending PPA. See AR 680–29	2 A/N	

NOTES:
1. Incumbent's name will be given as follows: Last name, first name, middle initial, as space permits. If there is no incumbent, indicate "VACANT".
2. Reason for leaving will be coded as follows:

Code	Meaning
A	.... On orders.
B	.... Assignment obligation has been completed; e.g., 36 months time-on-station.
C	.... Other. (Explained in literal remarks, trailer cards Nos. 2, 3, or 4.)

3. Data in card columns through 54 are required for AERB, linguist, key installation management, OESO, and IG requisition.

Table 6–5
AUTODIN Header and Trailer Card Format

Item number	AUTODIN header	Card column
1	Precedence, normally "P"	1
2	Language media and format	2–3
3	Classification, normally "U"	4
4	Content indicator code "ADTL"	5–8
5	Blank	9
6	Routing indicator code of originator	10–16
7	Station serial number	17–20
8	Blank	21
9	Julian date (e.g., 25 Feb is 056)	22–24
10	Time filed	25–28
11	Blank	29
12	Record count	30–33
13	Classification redundancy (repeat of code indicated in position or column 4) as follows:	
	a. High (11) punch	34
	b. Normally "UUUU"	35–38
14	Routing:	
	a. State of routing (2 high (11) punches)	39–40
	b. Addressee, use "RUEOHOF"	41–47
	c. End of routing (period 04 12–3–8 multipunch)	48
15	Blank	49–80
1	Duplicate of AUTODIN HEADER	1–38
2	Blank	39–76
3	"NNNN"	77–80

Section III
DA Assignment Instructions

6–7. Processing DA assignment instructions

Assignment instructions will be transmitted AUTODIN or mailed to the losing PPA or appropriate losing activity. On receipt of assignment instructions, the losing activity will issue reassignment orders according to AR 3 10-10.

a. Each assignment instruction transmitted by AUTODIN consists of at least three cards.

(1) Assignment instruction card 1.

(2) Assignment instruction card 2.

(3) Assignment instruction card 3.

b. Assignment instructions may contain as many additional cards as necessary to transmit the required special instructions. Additional cards will be numbered 4, 5, and so forth.

c. Card forms for assignment instructions are provided in tables 6-7 through 6-10.

d. Transmission will be made each duty day to all activities. The header card will indicate the as of date and shipment number. If there are no assignment instructions, a negative transmission will be sent. It is important that each installation and activity monitor the receipt of shipments to insure that all shipments are received. If a shipment is missed, notify HQDA (DAPC-OPD-S) and a retransmission will be initiated.

6–8. AUTODIN header and trailer cards for assignment instructions

Assignment instructions transmitted by AUTODIN will be preceded by three header cards as shown in tables 6-11 through 6-13. Table 6-14 depicts the trailer card that will follow the assignment instructions.

6–9. AUTODIN requests for orders (RFOs) and officer record briefs (ORBs)

MILPERCEN assignment branches will forward a copy of the AUTODIN transmitted RFO to the losing command, the gaining command (or to the MACOM, as in the case of USAREUR and Korea), and to the individual officer concerned. A copy of the ORB is forwarded to the gaining command (or to the MACOM, as in the case of USAREUR and Korea). DA requests for orders stipulate the control specialty or MOS code cited in the requisition.

Table 6–6
Text Header and Trailer Card Format

Data Items	Text header	Card column
1	Identification — "TXHDR"	1-5
2	Reports Control Symbol — "RQSTNO"	6-11
3	Blank	12
4	Station serial number	13-16
5	Blank	17-48
6	Total data records this batch, leading zeros	49-53
7	Blank	54
8	Batch number	55-57
9	Blank	58
10	Total batches this shipment	59-61
11	Blank	62
12	Total data records all batches this shipment	63-68
13	Blank	69
14	Record identification group	70
15	Record identification number	71
16	Blank	72-78
17	Sending PPA. See AR 680-29	79-80
	Text Trailer	
1	Identification - "TXTLR"	1-5
2-17	Same as text header	6-80

Table 6–7
Assignment Instruction Card "I"

Card column	Data	Number of alpha (A)/ numeric (N) characters
1-9	Social security number	9N
10-23	Name	14A
24-26	Grade	3A/N
27	Promotion indicator	1A
28-29	Blank	2
30-44>	Losing organization	15A/N
45-46	Losing command	2A/N
47-48	Losing IARC	2A/N
49-54	Losing unit identification	
49-51	*a.* PUD	3A/N
52-53	*b.* DD	2A/N
54	*c.* Blank	1
55-63	Losing station	9A/N
64-69	Transaction date	
64-65	*a.* Year	2N
66-67	*b.* Month	2N
68-69	*c.* Day	2N
70	RIG	1A
71	RIN	1N
72-73	Type transaction	2A/N
74-75	Receiving PPA	2A/N
76-77	Sequence number	2N
78	Trailer indicator	1N
79-80	Sending PPA. See AR 680-29	2A/N

Table 6–8
Assignment Instruction Card "2"

Card column	Data	Number of alpha (A)/ numeric (N) characters
1-9	Social security number	9N
10-24	Gaining organization	15A/N
	Gaining unit identification	
25-27	*a.* PUD	3A/N
28-29	*b.* DD	2A/N
30	*c.* Blank	1
31-39	Gaining station	9A/N
40-41	State or APO	2A
42-46	ZIP code/APO	5N
47-59	REQ-ID	13A/N
60-68	Position requirement code	9A/N
69	Security clearance required	1A
70	RIG	1A
71	RIN	1N
72-73	Transaction type code	2A/N
74-75	Receiving PPA	2A/N
76-77	Sequence number	2N
78	Trailer indicator	1A
79-80	Sending PPA. See AR 680-29	2A/N

Table 6–9
Assignment Instruction Card "3"

Card column	Data	Number of alpha (A)/ numeric (N) characters
1-9	Social security number	9N
10	Dependent travel code	1A/N
11-14	Movement designator code (MDC)	4A/N
15-16	Leave days	2N
17-22	Report date	
17-18	*a.* Year	2N
19-20	*b.* Month	2N
21-22	*c.* Day	2N
23-24	Control specialty	9N
25-26	Projected specialty	2N
27-69	Special instructions	43A/N
70	RIG	1A
71	RIN	1N
72-73	Type transaction	2A/N
74-75	Receiving PPA	2A/N
76-77	Sequence number	2N
78	Trailer indicator	1N
79-80	Sending PPA. See AR 680-29.	2A/N

Table 6–10
Assignment Instruction Card "4" and Succeeding Cards

Card column	Data	Number of alpha (A)/ numeric (N) characters
1-9	Social security number	9N
10-69	Special instructions	60A/N
70	RIG	1A
71	RIN	1N
72-73	Transaction type code	2A/N
74-75	Receiving PPA	2A/N
76-77	Sequence number	2N
78	Trailer indicator	1A/N
79-80	Sending PPA. See AR 680-29.	2A/N

Table 6–11
AUTODIN Header Cards 1 and 2 For Assignment Instructions

Data Item	Position
1. Literal address information remarks	1-65
2. Blank	66-69
3. Record identification group (alphabetic A)	70
4. Record identification number (numeric 1)	71
5. Blank	72-73
6. Receiving PPA	74-75
7. Sequence number*	76-77
8. Blank	78
9. Sending PPA. See AR 680-29.	79-80

Notes:
* Alphanumeric H1 for the first record, H2 for the second.

Table 6–12
**AUTODIN Header Card 3 for Assignment Instructions**

Data Item	Position
1. Literal remark - commissioned, warrant officer assignment instruction listing as of	1-60
2. Blank	61
3. Date:	
a. Day	62-63
b. Month abbreviation	64-66
c. Year	67-68
4. Blank	69
5. Record identification group (alphabetic A)	70
6. Record identification number (numeric1)	71
7. Blank	72-73
8. Receiving PPA	74-75
9. Sequence number (alphanumeric (H3)	76-77
10. Blank	78
11. Sending PPA. See AR 680-29	79-80

Table 6–13
AUTODIN Header card "4" for Assignment Instructions

Data Item	Position
1. Type of transmission	1-8
2. Blank	9
3. Literal remark - TRANSMISSION TO DPI	10-28
4. Blank	29
5. SIDPERS code	30-31
6. Blank	32-33
7. Literal remark - SHIPMENT NUMBER	34-38
8. Blank	49-50
9. Shipment number	51-52
10. Blank	53-57
11. Month abbreviation	59-60
12. Year	61-62
13. Blank	63-69
14. Record identification group (alphabetic A)	70
15. Record identification number (numeric 1)	71
16. Blank	72-73
17. Receiving PPA	74-75
18. Sequence number (alphanumeric H4)	76-77
19. Blank	78
20. Sending PPA. See AR 680-29	79-80

Table 6–14
AUTODIN Trailer Card for Assignment Instructions

Data Item	Position
1. Literal remark — PRECEDING DPI TOTALS	1-20
2. Blank	21-24
3. Literal remark — RECORD COUNT =	25-38
4. Blank	39
5. Record count	40-43
6. Blank	44-46
7. Literal remark — ORDERS-PROCESSED =	47-64
8. Blank	65
9. Orders count	66-69
10. Record identification group (alphabetic A)	70
11. Record identification number (numeric 1)	71
12. Blank	72-73
13. Receiving PPA	74-75
14. Sequence number (alphanumeric H5)	76-77
15. Blank	78
16. Sending PPA. See AR 680-29.	79-80

```
                                    ┌──────────────────────────────┐
                                    │ AUTODIN TRAILER 1, 2         │
                         ┌──────────────────────────────┐         │
                         │ TXTLR (Text Trailer)        │         │
              ┌──────────────────────────────┐         │         │
              │ DATA RECORDS (cannot exceed  │         │         │
              │         496 records)         │         │         │
   ┌──────────────────────────────┐         │         │─────────┘
   │ TXHDR (Text Header)         │         │         │
┌──────────────────────────────┐─┘         │─────────┘
│ AUTODIN HEADER 1, 2         │            │
│                             │────────────┘
│                             │
└─────────────────────────────┘
```
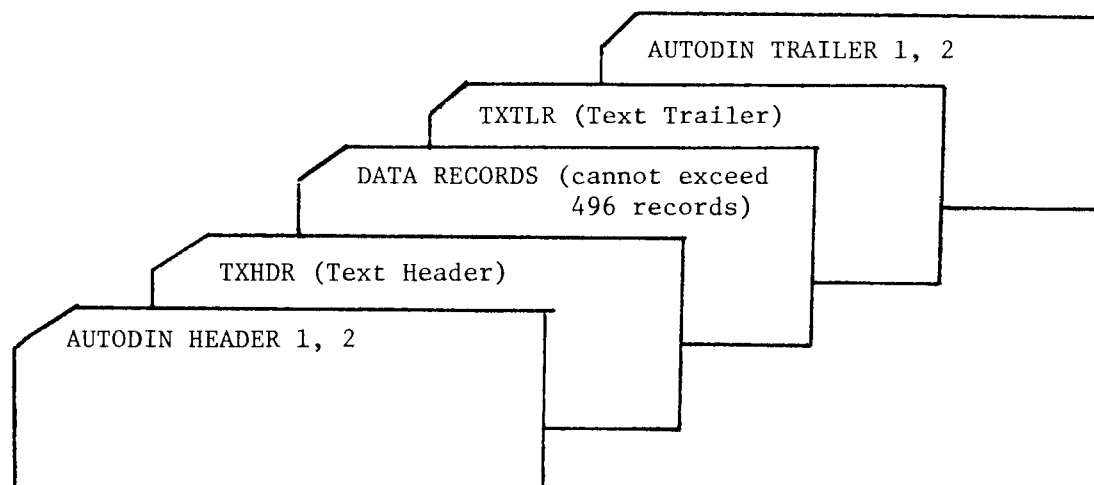
1. AUTODIN Header and Trailer cards will be prepared by the sending PPA.

2. AUTODIN Header and Trailer Records will be prepared in accordance with this chapter.

Figure 6-1. Record sequence for transmission by AUTODIN

Appendix A
References

Section I
Required Publications

AR 310–10
(Military Orders). Cited in table 6-3 (note 1) and paragraph 6-7.

AR 611–6
(Army Linguist Program). Cited in paragraph 2-11 and table 6-2.

AR 611–101
(Commissioned Officer Specialty Classification System). Cited in paragraph 2-11 and table 6-1 (note 11).

AR 611–112
(Manual of Warrant Officer Military Occupational Specialties). Cited in paragraphs 2-11 and 4-2 and table 6-1 (note 12).

AR 680–29
(Military Personnel, Organization, and Type of Transaction Codes). Cited in figure 2-2 and tables 6-1 through 6-14.

Section II
Related Publications
A related publication is a source of additional information. The user does not have to read it to understand this regulation.

AR 5–3
(Installation Management and Organization)

AR 50–5
(Nuclear Surety)

AR 55–46
(Travel of Dependent and Accompanied Military and Civilian Personnel to, from, or Between Oversea Areas)

AR 105–34
(Reduction and Control of Telecommunications Traffic in an Emergency)

AR 310–50
(Catalog of Abbreviations and Brevity Codes)

AR 614–5
(Stabilization of Tours)

AR 614–102
(Current and Projected Colonel Requirements)

AR 614–130
(Selection and Assignment of Academic Instructors to the United States Military Academy)

AR 621–108
(Military Personnel Requirements for Civilian Education)

AR 635–100
(Officer Personnel)

AR 635–120
(Officer Resignations and Discharges)

DA Pam 525–12
(Army Location Codes within the United States)

DA Pam 525–13
(Army Location Codes Foreign Locations)

Appendix B
Command Codes

Table of Command Codes

Com Code	Requisitioning commands
AG	The Adjutant General's Office
AS	US Army Intelligence and Security Command
AU	US Army Audit Agency
CB	US Army Criminal Investigation Command
CC	US Army Communications Command
CE	US Army Corps of Engineers
CM	US Army Computer Systems Command
CS	DA Staff
DF	Defense agencies
EI	US Army Europe/Seventh Army
FC	US Army Forces Command
GB	National Guard Bureau
HS	US Army Health Services Command
JA	Joint activities
JI	US Army Element Shape Command
MA	US Military Academy
MD	Field operating agencies of the Surgeon General
MP	US Army Military Personnel Center
MT	US Army Military Traffic Management Command
MW	US Army Military District of Washington
PC	US Army Military Enlistment Processing Command
PI	US Army Western Command
P3	US Army Japan/IX Corps
P8	Eighth US Army (Korea)
RC	US Army Recruiting Command
SA	Office of the Secretary of the Army
SC	Ballistic Missile Defense Office
SF	Field Operating Agencies and Doctrine Command
TC	US Army Training and Doctrine Command DARCOM Subordinate Commands
XA-X8	US Army Materiel Development and Readiness Command
XA	Armament Research & Development Command (ARRADCOM)
XB	Aviation Research & Development Command (AVRADCOM)
XD	Electronics Research & Development Command (ERADCOM)
XF	Mobilization Equipment Research & Development Command (MERADCOM)
XG	Natick laboratories
XJ	Department of the Army Research Laboratories
XK	Materiel acquisition activities
XL	Project managers
XM	Test & Evaluation Command (TECOM)
XP	US Army Security Assistance Center (USASAC)
XQ	Armament Materiel Readiness Command (ARRCOM)
XR	Troop Support & Aviation Materiel Development & Readiness Command (TSARCOM)
XW	Depot System Command and US Army Materiel Development and Readiness Command Depots
XX	Materiel readiness activities
XY	Materiel project managers
X2	HQ US Army Materiel Development and Readiness Command
X3	HQ staff support
X4	Army Logistics Managements Center
X5	All others (DARCOM)
X6	HQ UA Army Missile Command
X7	HQ US Army Tank - Automotive Command (TACOM)
X8	HQ US Army Communications &

Appendix C
IARC Installation/Activity Requisitioning Code (IARC)

Table of
IARC Installation/Activity Requisitioning Code (IARC)

IARC	Installation/Activity	State/Area
AF	First Army Fort Meade	Maryland
AH	Fort Huachuca	Arizona
AK	All Locations	Alaska
AM	Fort McClellan	Alabama
AN	Redstone Arsena	Alabama
AP	Pine Bluff Arsena	Arkansas
AR	Fort Rucker	Alabama
AS	Sixth Army Presidio of San Francisco	California
AT	Fifth Army Fort Sam Houston	Texas
AY	Yuma Proving Grounds	Arizona
CA	Edwards AFB	California
CC	Fort Carson	Colorado
CD	Fort Ord	California
CF	Fitzsimons AMC	Colorado
CI	Fort Irwin	California
CS	Presidio of San Francisco	California
CU	Pueblo Army Depot	Colorado
CV	Sacramento Army Depot	California
CW	Sierra Army Depot California	ND
CX	Sharpe Army Depot	California
CY	Rocky Mountain Arsenal	Colorado
CI	All Locations	Panama
DW	Walter Reed AMC	National Capital Region
EL	All Locations (for multi-IARC commands except JA. TC, FC	Europe
FC	Orlando	Florida
FH	Homestead AFB	Florida
FK	McDill AFB and Key West	Florida
GB	Fort Benning	Georgia
GF	HQ US Army FORSCOM	Georgia
GG	Fort Gordon	Georgia
GM	Fort McPherson	Georgia
GS	Fort Stewart	Georgia
HI	All Locations (except WESTCOM)	Hawaii
IA	Camp Atterbury	Indiana
ID	Savannah Army Depot Activity	Illinois
IH	Fort Benjamin Harrison	Indiana
IJ	Jefferson Proving Ground	Indiana
IR	Rock Island Arsenal	Illinois
IS	Fort Sheridan	Illinois
KC	Fort Campbell	Kentucky
KD	Blue Grass Army Depot	Kentucky
KK	Fort Knox	Kentucky
KL	Fort Leavenworth	Kansas
KR	Fort Riley	Kansas
LP	Fort Polk	Louisiana
MA	US Military Academy	New York
MC	Watertown	Maine
MD	Fort Detrick	Maryland
ME	Aberdeen Proving Ground/Edgewood	Maryland
MF	Selfridge AFB, Detroit, and Warren	Michigan
MM	Fort Meade	Maryland
MN	Natick Laboratories	Massachusetts
MR	Fort Ritchie	Maryland
MS	St Louis	Missouri
MU	Minneapolis	Minnesota
MV	Fort Devens	Massachusetts
MW	Fort Leonard Wood	Missouri
NA	West Point	New York
NB	Fort Bragg	North Carolina
NC	Senaca Army Depot	New York
ND	Fort Dix	New Jersey
NG	Las Vegas	Nevada
NH	Fort Hamilton	New York
NM	Fort Monmouth	New Jersey
NP	Picatinny Arsenal	New Jersey

Table of
IARC Installation/Activity Requisitioning Code (IARC)—Continued

IARC	Installation/Activity	State/Area
NR	Fort Drum	New York
NS	Sandia Base	New Mexico
NW	White Sands	New Mexico
OS	Fort Sill	Oklahoma
OW	Wright Patterson AFB	Ohio
PC	Carlisle Barracks	Pennsylvania
PL	Letterkenny Army Depot	Pennslyvania
PN	New Cumberland Army Depot	Pennslyvania
PR	Fort Indiantown Gap	Pennslyvania
PT	Tobyhanna Army Depot	Pennslyvania
P1	WESTCOM Locations	Hawaii
P3	All Locations	Japan
P8	All Locations	Korea
RA	ARMR IV Fort Gillem	Georgia
RB	ROTC Region I Fort Bragg	North Carolina
RD	ARMR II Fort Dix	New Jersey
RH	ARMR VII Fort Sam Houston	Texas
RK	ARMR VI Fort Knox	Kentucky
RL	ROTC Region IV Fort Lewis	Washington
RM	ARMR III Fort Meade	Maryland
RP	ARMR IX Presidio of San Francisco	California
RR	ROTC Region III Fort Riley	Kansas
RS	ARMR V Fort Sheridan	Illinois
RV	ARMR I Fort Devens	Massachusetts
RX	ROTC Region 11 Fort Knox	Kentucky
RY	ARMR VIII Fitzsimons AMC	Colorado
SJ	Fort Jackson	South Carolina
SL	US Army War College	Pennsylvania
TB	Fort Bliss	Texas
TH	Fort Hood	Texas
TR	Red River Army Depot	Texas
TS	Fort Sam Houston	Texas
UD	Fort Douglas	Utah
UP	Dugway Proving Ground	Utah
UT	Tooele Army Depot	Utah
VB	Fort Belvoir	Virginia
VC	Charlottesville	Virginia
VE	Fort Eustis	Virginia
VH	Fort A.P. Hill	Virginia
VL	Fort Lee	Virginia
VM	Fort Monroe	Virginia
VP	Fort PIckett	Virginia
VV	Vint Hill Farms	Virginia
WL	Fort Lewis	Washington
WM	Fort McCoy	Wisconsin
WS	Seattle	Washington

Notes:

[*] This list of IARCs is not all inclusive; e.g., it does not include all State codes for unspecified locations nor does it include IARCs for JASA. Questions pertaining to IARCs not listed above should be directed to HQDA(DAPC-OPD-S), ALEX VA 22332.

Glossary

Section I
Abbreviations

AERB
Army educational requirement board

AIM
Army Installation Management Course

ARNG
Army National Guard

ARSTAF
Army Staff

ASI
additional skill identifier

CEL
civilian education level

CONUS
continental United States

COHORT
Cohesion, operational, readiness, and training unit

DA
Department of the Army

DF
disposition form

DAMPL
DA Master Priority List

DD
descriptive designator

DEROS
date eligible for return from overseas

DLI
Defense Language Institute

DOD
Department of Defense

FAS
force Army structure

FOA
field operating agency

HAAP
Home base/Advanced Assignment Program

HQDA
Headquarters, Department of the Army

IARC
installation or activity requisition code

JASA
joint and staff activities

JCS
Joint Chiefs of Staff

LIC
language identification code

MACOM
major Army command

MDC
movement designator code

MILPERCEN
US Army Military Personnel Center

MOS
military occupational specialty

MTOE
modified table of organization and equipment

OACAA
Officer Advanced Course Advanced Assignment Program

OCONUS
outside continental United States

ODCSOPS
Office of the Deputy Chief of Staff for Operations and Plans

ODP
officer distribution plan

OESO
organizational effectiveness staff officer

OPD
Officer Personnel Distribution Division

OPMD
Officer Personnel Management Directorate

OPUS
Officer Personnel Utilization System

ORB
officer record brief

OSD
Office of the Secretary of Defense

PCS
permanent change of station

PERSACS
Personnel Structure and Composition System

PMDP
Program Manager Development Program

PPM
personnel priority model

PPSC
principal position specialty code

PUD
parent unit designator

REQ-GEN
Requisition Generation System

RFO
request for orders

RIG
record identification group

RIN
record identification number

ROTC
Reserve Officer Training Corps

SC
specialty code

SSI
specialty skill identifier

TWI
training with industry

UIC
unit identification code

USAR
US Army Reserve

WO
warrant officer

Section II
Terms

Activity operating strength
Number of officers currently assigned or projected to a unit within a command or installation by serving grade and control specialty or military occupational specialty (MOS).

AERB position number
A specific number (e.g., El CCXM 016) assigned by the AERB identifying a position that should be filled by an officer with an advanced degree.

Army aviator positions
HQDA-validated positions that require rated aviators and basic flying skills in the performance of assigned duties for operational flying positions. Nonoperational aviation positions are positions that require the knowledge and experience of aviators, but where basic flying skills are not maintained in the performance of assigned duties.

Blackbird
Officer remaining at an installation past graduation and available for duty pending PCS orders.

Command requisitioning code
A two-position alpha or alphanumeric code used to identify the major Army command or agency on requisitions.

Control specialty or MOS
The method of accounting for commissioned and warrant officer distribution, and for comparing strength with the officer distribution plan.

DA Master Priority List
The DAMPL states priorities that determine resource allocation to MTOE/TDA units. Certain authorizations are placed in an excepted status by DCSPER or the Vice Chief of Staff and are filled one for one by specialty and grade.

Installation or activity requisition code
A two position alpha, alphanumeric, or numeric code used to identify a specific installation or activity within a major Army command or agency on requisitions.

Intra installation transfer
The movement of an officer from one major Army command or agency to another at the same installation. Normally a no-cost PCS.

Joint and staff activities
These organizations include OSD and organizations that are responsive to OSD or JCS or are outside DOD and are dependent on DA for officer support. They include Office of the Secretary of the Army, the Army Staff and its field operating agencies and staff support agencies; USNIA and other selected schools; recruiting commands; ROTC and the Personnel Exchange Program.

Linguist projection
Projected linguist training requirements in advance of anticipated language trained officer needs.

Must move officer
An officer with a DEROS who is completing a military or civilian school course or a statutory tour. Also, y other such category where reassignment is mandatory.

Officer distribution plan (ODP)
The officer distribution planning document that projects MILPERCEN's capability to support PERSACS stated authorization by grade and MOS/SC.

Officer Personnel Utilization System (OPUS)
The automated system used to process requisitions and officer assignments.

Personnel priority model (PPM)
A model used to determine relative fill by grade and specialty according to precedence set by the personnel priority group (fifth digit of the DAMPL priority sequence number) and special management guidance. The model insures that ODP support is provided to every command in proportion to authorizations and priorities.

Position requirement code
The identification of skills or qualifications required by an officer to perform duties of a documented position. It is a 9-digit code consisting of a PPSC, an SSI, a secondary position specialty code and ASI and LIC if appropriate.

Principal position specialty code (PPSC)
A commissioned officer two-digit specialty code corresponding to the principal position requirement and designated in the authorization document.

Program budget guidance
Reflects the authorization of military spaces in aggregate that are programmed to joint and staff activities, field operating agencies, staff support agencies, and major commands.

Regimental Requisition
A Z-type requisition which identifies a requirement for an officer for a regimental designated unit, battalion level or below.

Requisition
A request for the assignment of a commissioned or warrant officer submitted under the provisions of this regulation.

Requisition authority
The ODP support levels established by grade and specialty.

Requisition, command canceled
A requisition that is canceled by the requisitioning activity.

Requisition, fallout
A valid requisition against which a request for orders has been processed and subsequently revoked.

Requisition generation (REQ-GEN)
An automated process where officer requisitions are produced by MILPERCEN for projected ODP supported vacancies and forwarded to major Army commands or agencies to rank order and edit.

Requisition, linguist
A requisition for a specific language trained officer with a report date that accounts for normal requisitioning lead-time plus training and processing time.

Requisition, nonvalid
An OPUS requisition status code indicating the requisition will not be forwarded for fill action.

Requisition, OPD canceled
A requisition canceled by MILPERCEN.

Requisition, pending
A valid requisition that remains open for a period of time beyond the closeout date of the requisition cycle.

Requisition processing cycle
A period of 2 months that begins on the date requisitions are generated by or are due in MILPERCEN.

Requisition reporting cycle
A period of approximately 60 days that begins with the first day of the requisition title month. Normally officers are expected to report during this 60-day period.

Requisition, valid
A requisition status code indicating that the requisition will be filled. Requisitions are validated by comparing the projected operating strength with the ODP.

Secondary position specialty code
A commissioned officer two-digit specialty code corresponding to the secondary position requirement and designated in the authorization document.

Skill identifier
A code that identifies specific skill requirements or commissioned officer positions within a specialty and designated in the authorization document.

Snowbird
Officer arriving at a school prior to the course date and temporarily performing duties as directed by the installation commander.

Specialty skill identifier
The combined principal position specialty code and skill identifier.

Title month
For administrative purposes, the first month of the 2-month cycle.

Section III
Special Abbreviations and Terms
This section contains no entries.

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